CompTIA AI Prompting Essentials

Overview

CompTIA AI Prompting Essentials is a practical, vendor-neutral course designed to equip professionals with the skills to communicate effectively with AI tools and integrate them into everyday workplace activities. The course focuses on developing effective prompt-writing techniques, identifying suitable AI applications, evaluating AI-generated outputs, and automating routine tasks to improve productivity.

Participants will learn how to create clear and structured prompts, provide relevant context, refine AI responses, and critically assess generated information for accuracy, bias, and quality. The course also covers ethical and secure AI practices, AI-assisted workflows, and the use of AI as a collaborative tool for learning, problem-solving, and decision-making. No prior AI or coding experience is required.

Upon successful completion of the competency assessment, participants will receive a CompTIA Competency Certificate (CompCert).

Duration

7 hours

Learning Outcomes

Upon completion of this course, participants will be able to:

- Identify suitable AI tools and determine appropriate applications for different workplace tasks.
- Create, structure, and refine effective prompts to achieve desired AI-generated outputs.
- Critically evaluate AI-generated content for accuracy, bias, quality, privacy, and security considerations.
- Apply AI tools to automate routine tasks, support decision-making, and improve multi-step workplace workflows.

CompTIA AI Prompting Essentials

Course Objectives

The objectives of this course are to:

- Develop participants' understanding of AI tools, their applications, and appropriate use in different workplace scenarios.
- Equip participants with practical prompt engineering skills to generate accurate, relevant, and meaningful AI responses.
- Enhance participants' ability to evaluate AI-generated outputs, identify potential risks, and apply ethical and secure AI practices.
- Enable participants to leverage AI automation and multi-step workflows to improve productivity, collaboration, and workplace efficiency.

Target Audience

This course is suitable for:

- Business and Administrative Professionals.
- Marketing and Communications Executives.
- Content Writers and Editors.
- Business Analysts and Data Analysts.
- Project Coordinators and Project Managers.
- Human Resource and Training & Development Professionals.
- Finance and Operations Executives.
- Team Leaders, Supervisors, and Managers.
- Professionals interested in improving workplace productivity through AI.

CompTIA AI Prompting Essentials

OUTLINE

Module	Topic Coverage
Module 1: Course Introduction	Understanding the course structure and identifying opportunities to apply AI in the workplace. • Introduction to AI Prompting Essentials. • Understanding the role of AI in modern workplaces. • Identifying personal learning goals and current AI capabilities. • Assessing opportunities to use AI for daily work activities.
Module 2: Foundations of AI Prompting	Building foundational knowledge of AI tools, their applications, and responsible usage. • Understanding how to get started with AI tools. • Identifying suitable AI tools and models for different workplace tasks. • Determining when and how to use AI based on task requirements. • Understanding AI risks, limitations, and potential biases. • Applying ethical, secure, and responsible AI practices.
Module 3: AI Prompting Basics	Developing effective prompt-writing techniques to generate relevant, accurate, and useful AI responses. • Understanding the fundamentals of prompt engineering. • Identifying the key elements of effective prompts. • Providing clear instructions, context, and expected outputs. • Using contextual files to improve AI-generated responses. • Refining prompts through interactive conversations. • Verifying AI outputs for accuracy, quality, and bias. • Exploring AI-generated media and content.
Module 4: Advanced AI Prompting Skills	Applying advanced prompting techniques and AI automation to streamline workplace processes. • Automating routine and repetitive workplace tasks. • Creating reusable prompt templates for common activities. • Leveraging AI tools for multi-step projects and workflows. • Understanding AI agents and their applications. • Integrating human oversight into AI-assisted automation. • Improving productivity through AI-powered workflows.

CompTIA AI Prompting Essentials

Module	Topic Coverage
Module 5: Applying AI Skills in Real-World Contexts	Applying AI skills to practical workplace scenarios involving learning, collaboration, and decision-making. • Using AI as a learning assistant or personal tutor. • Leveraging AI as a brainstorming and collaboration partner. • Applying AI to support problem-solving and decision-making. • Using AI as a coach or reviewer to improve work quality. • Applying AI prompting techniques to real-world business tasks.